

## SAMPLE RESUME – HIGH SCHOOL GRADUATE

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**Sarah Smith**  
10 Elm Street  
Anytown, AZ 00000  
000-222-1111

**OBJECTIVE:** Trainee position.

**EDUCATION:**

- Central High School graduate, June 2007

**SPECIAL ACCOMPLISHMENTS:**

- Maintain B school grade average
- Won letter for Track (2 years on Varsity)
- National Honor Society
- Participated in Junior Achievement project.

**PART-TIME JOBS:**

- Weekends and after school (Senior year)
- Worked 20 hours a week in Jumbo Supermarket. (Started as cashier and promoted to assistant bookkeeper. Responsible for checking work of other cashiers. Basic computer use.)
- Summer (before Senior year): McDonald's. (Prepared and served hamburgers, shakes, etc. and some cashier training with customers)

**OTHER SKILLS:**

- Can type 50 WPM.
- Can operate computer and familiar with Windows XP and Vista, Office Word.
- Can operate calculator and cash register, fax machines, copying machines.
- Know some basic sign language and Spanish.

**REFERENCES:**

- References will be furnished on request.